young friends	
kindergarten	
Name:	Date written:
Fees and Absence Policy	October 2021
Written by:	Date of Review:
Paulina Gdanska and Louise Lloyd-Evans	9/9/24
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Policy Statement	
This policy is in place to ensure there is a clarity with regards to our requirements when paying for	
kindergarten sessions	
Aims and Purpose	
To protect our business and to ensure clarity and good partnership working between families and	
the nursery, these guidelines must be read, understood and agreed during the settling in process.	
They also can be referred to, should a situation arise with regards to fees or absence.	
Applicability	
Parents	
Definition of Terms	
BACS: A Bacs payment is a bank-to-bank transfer between banks in the UK. Bacs stands for	
Bankers' Automated Clearing System. It refers to the network of banks and building societies that	
participate in the Bacs payments scheme.	
Overview	
Deposit and registration fee	
General fees	
Tax Free Childcare	
Childcare Grant and Student Finance	
Absences	
Procedures	
Development and resident for	
Deposit and registration fee	
To secure your child's place a deposit of £200 is required for a space.	
 If you are a recipient of extended funding (30 hours) your deposit is £100 	
 If you do not take up the space as pre-arranged all deposits mentioned above are 	
considered forfeit.	
 If you do take up the space this £200 or £50 will be refunded the month after your child 	
leaves the kindergarten.	
 Deposits will only be paid back when your child's account has been settled in full. 	
 Any discrepancies i.e. small amounts owed will be deducted from your deposit. 	
 You are also required to pay £75 registration and settling fee for your child before the first 	
day of your child attending a session with us. This is added to your first invoice and is non-	
refundable.	
General fees:	

- Please ensure all payments are made by the 8th day of the month. If they are not, you will be liable to an overdue payment fine of £35. This will be added to your next monthly invoice.
- This overdue payment fine will be applied every month you have an amount overdue.
- It is the parent/carer's responsibility to check and keep on top of their Famly account.
- Fees are the same each month regardless of amount of days in each month (except for extras booked) they are calculated by taking a weekly fee and multiplying it by 50 and dividing it by 12.
- We have already deducted inset days and bank holidays within the fees to enable consistent invoicing amounts.
- Fees are payable one month in advance. Extras sessions and breakfasts etc. from the previous month will be added to relevant invoice as and when they are booked.
- All payments, including vouchers, with exception of Tax-Free Childcare, should have a clear reference of your CHILD's full name, not the person paying it.
- Tax Free Childcare payments have their own reference, but it is your responsibility to ensure payments reach our account by the invoice due date.
- No cash payments or cheques are accepted.
- Our fees are divided and averaged throughout the year. We have already taken money off for bank holidays, inset days and closure days in between Christmas and New Year. Additional reductions will not be made at these times.
- If we must close for any reason beyond our control e.g., severe weather, sudden viral outbreak etc., fees will still be payable.
- Fees are reviewed annually and will rise in accordance with inflation and extra services provided. Parents will be given 8 weeks' notice of this.
- Parents need to check their invoices for mistakes and alert management with any queries or discrepancies well within the invoice payment period i.e. well before the 8th of the month.
- Sessions cannot be swapped or 'sold on' to another parent. Each space is contracted to a specific child and their family.

Late Payment:

- Parents/carers should alert management if there is going to be any difficulties in paying on time and this will be agreed at management discretion
- If the above doesn't apply a fee of £35 will be added at the end of the day on the 8th if your account isn't settled in full.
- Each month your account isn't settled another amount of £35 will be added at the end of the day on the 8th of the month.
- If fees remain unpaid by the end of the 8th day of the month following your child's departure from the kindergarten, we will issue reminders. Should the account still be unresolved one month later, we will refer the matter to a debt collection agency who will apply their own additional fees.

Fees include:

- Award-winning outdoor environments: Our natural, eco-conscious spaces have been recognized for their excellence, offering your child the best possible connection with nature.
- Outstanding in all areas since we opened: We've never faltered—earning five consecutive 'Outstanding' ratings in all areas, which highlights our unwavering commitment to excellence.
- Sustainable activities and trips: Carefully curated eco-friendly adventures that broaden your child's horizons.
- Highly qualified, award-winning team: Our passionate, experienced staff have received industry recognition, ensuring your child receives the highest standard of care and

education. Our team are paid more than most Early Years educators to reflect their outstanding work and dedication.

- Seed-to-plate experiences: Hands-on growing, harvesting, and cooking fresh food.
- Thermomix. With this we prepare all snacks from scratch—including crackers, hummus, and bread—ensuring no additives and fostering healthy lifelong eating habits.
- Kitchen garden visits: For children over three, to explore where food comes from and develop essential life skills.
- Full-time Sustainable Leader: A supernumerary dedicated staff member ensures sustainability is at the heart of everything the children learn.
- Nature workshop projects and specialist equipment: Bringing nature-based education to life.
- Regular beach cleans: Instilling environmental responsibility through community action.
- Animal therapy: Interaction with our giant rabbits and Labradors, fostering empathy and confidence.
- Washable nappies and flannels: We provide and launder sustainable, eco-friendly nappies and wipes, ensuring hygienic care.
- Premium products for your child's care: Weleda nappy cream, grapeseed oil for gentle clean-ups, and Altruist sunscreen for ultimate protection.
- Organic, home-grown produce: Fresh fruit and vegetables straight from our kitchen garden.
- Completely plant-based menu: Delicious, nutritious meals, all ethically sourced and prepared. We even make our own oat milk.
- Daily lunches: Delivered fresh from The Professional Nursery Kitchen, plus homemade snacks, puddings, and suppers prepared in-house using top-quality ingredients.
- Daily and consistent cooking: Encouraging children to get hands-on in the kitchen they cook for themselves and eachother.
- Above-standard child-to-practitioner ratios: For over threes, we offer a 1:6 ratio (compared to the statutory 1:8), ensuring more individual attention and care.
- Comprehensive communication: Continuous updates on your child's development via our Famly app, keeping you closely involved in their learning journey.

Tax Free Childcare

- We recommend all parents who are eligible apply for tax free childcare.
- Parents who are eligible can get up to £500 every 3 months (up to £2,000 a year) for each
 of their children to help with the costs of childcare. This goes up to £1,000 every 3 months
 if a child is disabled (up to £4,000 a year).
- Parents can get Tax-Free Childcare at the same time as 30 hours free childcare if they're eligible for both.
- Parents can apply for Tax Free Childcare and find out about eligibility here: <u>Tax-Free</u> <u>Childcare - GOV.UK (www.gov.uk)</u>
- They will be given a code which we will need for our records.

Childcare Grant and Student Finance

If payments are weekly and in arrears they must be paid by close of day on the day of receipt (Friday)

Absences

 Absence, illness or holiday days will be charged at full rate to retain your child's place at the setting.

The Professional Nursery Kitchen: <u>https://nurserykitchen.co.uk/</u>

Relevant Policies and Documents

Admissions Policy Arrivals, Departures and Late Collections Policy Parent Carer Code of Conduct Early Years Funding Entitlement Policy Parent Partnership Policy

Authorisation

Signature:

Kowsett

Louise Lloyd-Evans Owner and Director

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